

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **LB0116408**

Date Posted: **04/09/12**

POSITION NO: **230146**

Closing Date: **OUF**

CLASS CODE: **1655**

POSITION TITLE: **Associate Auditor**

DEPARTMENT NAME: **Office of the Auditor General**

DEPARTMENT NO: **11** WORKSITE LOCATION: **Window Rock, AZ**

WORKS DAYS/HOURS: POSITION TYPE: GRADE: **R63A**

Days: **Mon.-Fri.**

Permanent: ☒

SALARY:

Hours: **8am-5pm**

Temporary: ☐

Duration: \$ **34,944.00** Per Annum

Part-Time: ☐

No. of Hrs/Wk: **40** \$ **16.80** Per Hour

**DUTIES AND RESPONSIBILITIES:**

Perform professional financial and operational auditing assignments of tribal government organizations, including Chapters. Works under the direct supervision of the Auditor in Charge of the particular assignment. Performs routine auditing procedures consisting of: (1) Analyzing accounting data in accordance with generally accepted accounting principles; (2) Preparation of audit workpapers in accordance with established office procedures; (3) Investigation and determining the validity of data subject to audit; and (4) Preparation of preliminary reports thereon.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Accounting, Business Administration, Finance or a closely related field which includes twenty-four (24) college credit hours in accounting or auditing.

*(To receive full credit for education/training, applicant must submit copies of college transcripts, degree, diploma, certificates, etc.)*

**Experience:**

None

**Special Knowledge, Skills and Abilities:**

Knowledge of generally accepted governmental accounting principles; demonstrate ability to analyze accounting data; ability to express views and accounting knowledge orally and in writing; ability to work well for and with others and to accept responsibility for specific audit tasks; ability to maintain confidentiality of client data.

**License/Certification Requirements:**

Valid state driver's license, **preferred**.

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 1-15-99**